

City of Saint Paul Time Attendance and Scheduling Solution

Getting Started

Login to VTI

In order to use IntelliTime, you will need to have a City Employee ID and a VTI account set up.

Your Employee ID is: _____

Your initial password: temp1

FROM INSIDE THE CITY NETWORK:

OTC can push an icon to your computer desktop that looks like this (send in a service request to get this if you are not already on TASS)



When you are logged into your desktop with your City login, you can use this to automate your VTI login.

TASS

If the icon is not available, use this URL: http://tassweb.stpaul.city/VTI/

You will need your City Employee ID and VTI password.

FROM OUTSIDE THE CITY NETWORK: https://tass.stpaul.gov

You must always use your Employee ID and VTI password with this option.

If you get this screen after you open the URL, click on the last link to open the VTI login page:





Read the login prompts carefully! If you fail on 4 attempts to login, your account will be suspended for 5 minutes.

Always make sure to confirm that your name is displayed. If it is not, type your Employee ID and then your VTI password.

City of Saint Paul Time Attendance and Scheduling Solution

Update your user account

The first time you login, you'll be prompted to change your VTI password. To do this, you will be taken to the User Profile screen:

Click the [Admin] button and select [My User Profile]





To change your password:

This is required after first login, and you need to complete this before going further.

Enter a new password and then re-enter to confirm, then click [Update].

Password Policy:

- The City requires 'strong' passwords: minimum 8 characters, mixture of upper case, lower case, and non-alphanumeric characters. Example of a strong password: Tea42@four
- IntelliTime will not let you use an asterisk * or a question mark ?

IntelliTime will require you to change your password periodically.

Confirm or select your supervisor:

The 'Supervisor' named here should be the person who approves your timecard. If the name that appears here is not your time approver, you can change it temporarily, but you must also contact the TASS administrator to correct it. **Do not change this if it is correct.**

NOTE: YJC approvers who are not City employees do not need an approver in this field.

Add or change a phone number:

NOTE: Even though this field is not required for VTI use, YJC approvers who are not City employees should make sure to enter at least one phone number so that City payroll staff can contact them if there are issues with YJC timecards.



Click [Phone List] to open My Phone List. Use the blank fields at the bottom to add an order preference and a new phone number, then [Update] and [Return].



City of Saint Paul Time Attendance and Scheduling Solution

Add an email address:

For YJC approvers who are City employees: your City email address should be displayed. DO NOT DELETE THIS.

For YJC approvers who are NOT City employees: make sure to enter at least one valid email address to City payroll staff can contact you if necessary.

For both: As an option, you may enter a second email address: Click into the Email field and move the cursor to the end of your City email. Type a semi-colon and then your optional email address. The result should look like this example:

john.anderson@ci.stpaul.mn.us; johnny9797@gmail.com

Technical requirements

Computer OS	IntelliTime VTI can be accessed on both Windows and Macintosh computers.
Web browser	Microsoft Explorer is the City's supported web browser. While IntelliTime supports other browsers (ex: Firefox, Safari), City support staff are able to provide support and troubleshooting only for MS-Explorer.
Mobile	IntelliTime VTI is <i>not</i> supported by IntelliTime or the City as a mobile app (smartphone, iPad, etc). If you have a web-enabled mobile device, you may be able to log in to VTI however you may not be able to access all functions. City support staff are not able to provide support for users who try to use IntelliTime on any mobile platform.